

August 16, 2017

## JOB POSTING

The State Soil and Water Conservation Board hereby posts the following job vacancy for the **Temple** Office location.

<b>CLASSIFICATION:</b>	<b>Administrative Assistant II</b>
<b>STATE CLASSIFICATION CODE:</b>	<b>0152/A11</b>
<b>LOCATION:</b>	<b>Temple</b>
<b>STARTING ANNUAL SALARY:</b>	<b>\$26,332.00</b>
<b>TRAVEL REQUIREMENTS:</b>	<b>As needed</b>

This position reports to: Fiscal Officer

Description of duties and qualification requirements are attached to this posting.

**Contact Person:** Employees interested in applying for the vacancy listed above should contact Human Resources Department for additional information.

**Job Posting Period:** This vacancy listing is posted effective today; Wednesday, August 16, 2017 and will remain posted until filled.

*The Texas State Soil and Water Conservation Board is an equal opportunity employer, and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, disability or veteran's status. In compliance with the Americans with Disabilities Act (ADAAA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.*

August 16, 2017

**TEXAS STATE SOIL AND WATER CONSERVATION BOARD**

**JOB POSTING**

**Position Title:** Administrative Assistant II

**State Position Classification:** Class. No. 0152/A11

**Starting Annual Salary** \$26,332.00

**Required Travel:** As needed

**Location:** Temple, Texas

**This position reports to:** Fiscal Officer

**GENERAL DESCRIPTION**

Performs routine administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and receiving calls and guests. Maintains a professional and courteous demeanor in contacts with the public and other agency personnel. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Opens the office in the morning to be ready for the business day and closes the office at the end of the work day.

Receives guests and calls, directing them to appropriate staff members or taking messages as needed. Refer callers or visitors to services or resources at other agencies or organizations.

Collects and processes SWCD director election paper work. Updates the directory with new director information and changes as needed.

Maintains records keeping and filing system include making new folders for contracts, filing vouchers, making new vouchers folders, labeling when folder complete and move files to archive boxes as needed.

Receive shipments and supplies. Responsible for incoming and outgoing mail deliveries to include checking mail at the post office, mail box and claims email. Receiving, date stamping and distributing as needed.

Performs clerical or data entry duties.

May assist in composing, designing or editing agency forms, manual and charts.

Keeps mailing room and break room stocked. Maintains the coffee fund.

Performs related work as assigned.

## **GENERAL QUALIFICATION REQUIREMENTS**

### **EXPERIENCE AND EDUCATION**

Experience in office practices and administrative support work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of office practices and administrative procedures.

Ability to transfer incoming calls to appropriate personnel, to greet and direct visitors, and to communicate effectively.

Skill in the use of electronic data and word processing equipment and software including Microsoft Word, Excel, Access, and PowerPoint. Skill in use of copiers, fax machines, printers, calculators, adding machines, and postage equipment also required.

High quality verbal and written skills are required.

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; and to train others.

Knowledge of administrative, clerical, and data entry procedures and systems.

Skill in customer service.

Ability to be punctual.

Must be able to safely accomplish moderate lifting (under 50 lbs) and moderate physical activity related to filing paperwork in lateral file cabinets and transporting archived file boxes to and from storage. Must be able to safely and legally operate a motor vehicle. Daily mail pick up and drop off requirement. Must have a vehicle to travel. Ability to work irregular hours.

### **APPLICATION PROCESS**

A completed, signed State of Texas application for Employment is required for this position. Mail an original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application. A State of Texas application for Employment may also be completed on the Workintexas website at <http://www.workintexas.com>

For additional information, visit our website at <http://www.tsswcb.texas.gov> or contact:

Human Resource Department  
Texas State Soil and Water Conservation Board  
P.O. Box 658  
Temple, TX 76503

## **Veteran's Preference**

Veterans or members of the Reserve or National Guard with an MOS or additional duties that fall in the fields of 42A, 641X, YN, 0111, 3A1X1, 01,3A or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

## **Selection Information**

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire.

TSSWCB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

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